



Instilling Accountability, Responsibility, Respect

364 North SR 198 Santaquin, Utah 84655
Phone: 801.754.3376 Fax: 801.754.3102

ADMINISTRATION OF MEDICATION TO STUDENTS

Purpose

C.S. Lewis Academy serves a population of students that require medication during the school day. Accommodating the students and parents is important to C.S. Lewis Academy. Pursuant to Utah State Statute 53A-11-601 a school holding classes in grade kindergarten through grade twelve may provide the administration of medication to any student during the periods when the student is under the responsibility of the school. Under the above indicated State Code school employees may administer medication if trained by the student's parent/guardian.

Policy

C.S. Lewis Academy may administer medication to an enrolled student provided:

- The parent has given the school written permission to do so.
- Documentation that a licensed physician has prescribed the medication, with the method, amount, and time schedule for administration will be kept in the student's file. Written permission will need to be revised on an annual basis and if medication changes are made.
- Medication must be brought in by a parent, not the student.
- Medication must be in the prescribed container and must indicate the type of medication, the dosage, time to be administered, and the student's name. Medication brought in will not be accepted if it is brought in without this information.
- Each pill will be counted by school personnel in the presence of the parent/guardian of the student.
- School personnel will ensure medication is secure and in a locked safe.
- School personnel will administer the dosage of said medication to the student at the time indicated on the medication's container and a record will be kept of each administration.



Instilling Accountability, Responsibility, Respect

364 North SR 198 Santaquin, Utah 84655
Phone: 801.754.3376 Fax: 801.754.3102

-
- Access to the medication will be monitored by the director and his/her designee.
 - School personnel will log the student's name, dosage, date, time and type of medication they administer, and keep this record with the student's medication.
 - If there is a change in medication the school must be notified immediately and the changes documented and signed off by the parent/guardian.
 - Authorization for administration of medication by school personnel may be withdrawn from the school at any time following actual notice by the student's parent/legal guardian.
 - During off-campus excursions including field trips, extracurricular activities, and any bus trips the student receiving medication during school hours may receive his/her medication from the classroom teacher or bus driver, who will be instructed in medication administration by school personnel and when possible the parent, and will follow the previously listed procedures and requirements. The student's parent/guardian will provide an extra prescription bottle with only the amount of medication needed for the off-campus excursion.
 - School personnel who administer the medication in compliance with the licensed physician's written prescription are not liable civilly or criminally for any adverse reaction suffered by the student as a result of taking the medication.